



SCHOOL AUDIT CHECKLIST

Requested Items For School Audit

- ☐ List of all instructors approved to teach for the school.
- ☐ List of all guest lectures and/or substitutes who have taught a part of any course offered by the school within the last six months and the dates they taught.
- ☐ Provide an explanation of how class attendance is recorded. Provide access to records which document this (i.e., sign-in sheets, class roll book, etc.).
- ☐ Records should be available for the past four years as required by rule.
- ☐ Be prepared to answer questions regarding the classroom facilities (i.e., number of students it accommodates, accessibility, lighting, desk space, etc.)
- ☐ Provide a description of CMap procedures and list the person who is responsible for entries in CMap.
- ☐ Provide a list of any video tapes used in the course and explain how the use of videotapes is handled.
- ☐ Provide an explanation of the school policy on temporary license check for post license courses.
- ☐ Provide an explanation of how instructors and courses are verified prior to a course offering.
- ☐ Provide distance education enrollment records (orientation, monitoring, testing, etc.)
- ☐ Provide the most recent school advertisement in a local publication.
- ☐ Provide a copy of the school calendar for future offerings.
- ☐ Provide copies of all prelicense and post license course exams.
- ☐ Provide a copy of your enrollment with contact information for all your students.